



### SCAIT Instructor Entry and Reports Guide – 2018

Welcome! You now should have access to SCAIT, which is the system through which you enter instructors into their courses. This allows them to add grades and accomplish some of their logistical tasks at CSU. However, SCAIT also plays an integral role in continual programmatic improvement, directly affects resources allocated to your departments, and grants instructor access to Canvas. For these reasons proper and timely entry of instructors into their courses with the appropriate instructor percentages (we'll get into that in a bit) is critical.

Let's get started!

### Accessing SCAIT

You can access SCAIT through ARIESweb or the Administrative Applications and Resources page, which you can find via the CSU homepage under "Resources", or click here: <https://aar.is.colostate.edu/>.

### AAR Access



Figure 1 - Administrative Applications and Resources Page

### AriesWeb Access (note- the "SCAIT Access" link no longer appears)

[privacy memo](#) | [user agreement](#) | [feedback](#) | [logout](#) | [aries help](#)

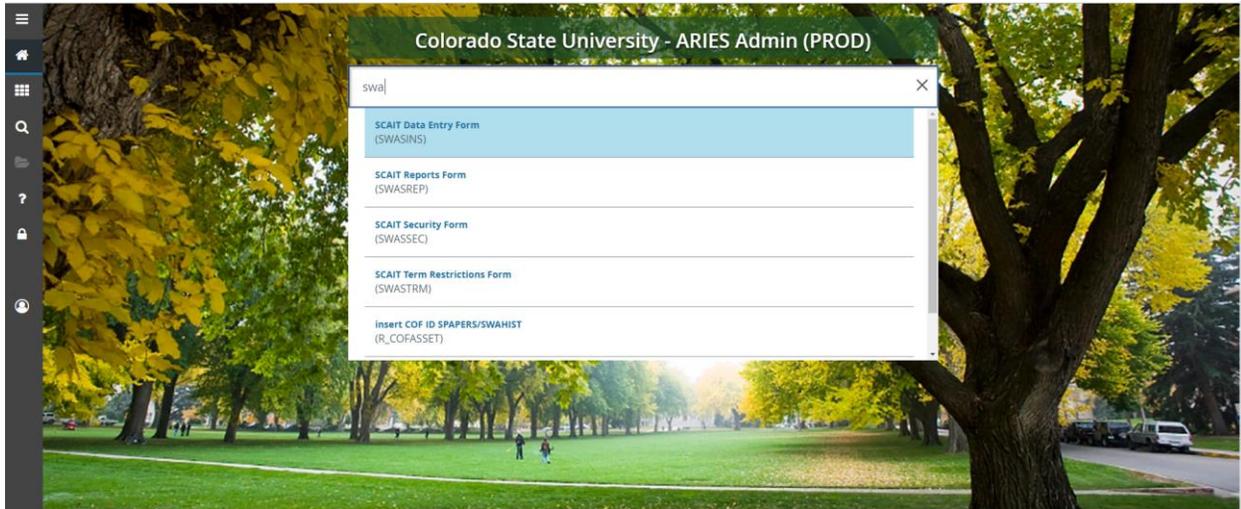


Figure 2 - AriesWeb Access



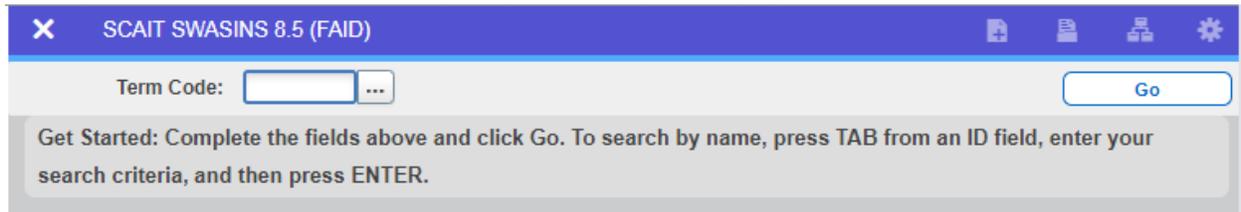
### Accessing your forms.

Clicking this link will bring you to the access point for the “forms” you will be using to enter instructors in your course (SWASINS) and to access some helpful reports (SWASREP). You will enter the form code into the field and it will predict which form you would like to access. Below you can see the SWASINS access displayed. You can click on the form name when it appears, or continue entering the form name and press enter.



### Navigating to SWASINS

Once you access the SWASINS form your first task is to enter the term you wish to edit. This is accomplished with the “Term Code” prompt at the top of the page.



The format for the term is YYYYM0. That is to say, the year, month in which the term begins, and a zero.

For example:

- Summer 2018 = “201860”
- Fall 2018 = “201890”
- Spring 2019 = “201910”



Enter the term code and click the "Go" button in the upper right. This will take you to the SWASINS form, where you will see the areas for instructor entry (Instructor Changes Block) and in the case of variable credit courses, where you can assign instructors to students (Variable Credit "Pick List" Block).

Note – You are no longer able to change or enter an instructor's credit department manually. This is done via an automated process which occurs overnight after the instructor is entered. If you have questions about an instructor's credit department please contact Institutional Research, Planning and Effectiveness.

**Course Schedule Block**

Dept	CRN	Subject	Cours...	Section	Course Type	Schedule Type	Credit Hours	Req. Contact H...	Actual Contact ...	RI Headcount
1001	62689	CM	795	001	RI	Independent Study (94, 95)	0		0	

**Instructor Changes Block**

CSU ID	Instructor Name	Credit Department	Primary	Instructor Percent	Instructor Credit
820157353	Thamm, Douglas H		<input type="checkbox"/>	0.000	0.000
821164632	Montgomery, Taiowa		<input type="checkbox"/>	7.339	0.000
820498610	Garrity, Deborah Marie	1878	<input type="checkbox"/>	4.587	0.000
<b>Totals:</b>				11.926	0.000

**Variable Credit "Pick List"**

Pick	Student Name	CSU ID	Credit	Responsible Instructor
<input type="checkbox"/>	Huggins, Dawn Michele	821974616	8	
<input type="checkbox"/>	McIntyre, Kathryn Elizabeth		2	
<input type="checkbox"/>	Piedade Neto Guerra Fontes, Fabio...	829390339	1	
<b>Total Course Credits: 109</b>			<b>Instructor Credits: 0</b>	<b>Instructor Percent: 7.339</b>

**SCHEDULED MEETING TIMES**

(Call Classroom Scheduling at x7212 to make changes)

Hours Arranged	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Begin Time	End Time	Building	Room
<input checked="" type="checkbox"/>	<input type="checkbox"/>										

**How to GET RID OF THIS THING!** The message box that pops up can sometimes interfere with what you see. Click on the highlighted box in the upper right to clear your messages.

**SCAT SWASINS 8.5 (PROD)**

Term Code: 201890 Fall Semester 2018

**Message Box:** Query caused no records to be retrieved. Re-enter.

**Course Schedule Table:**

Dept	CRN	Subject	Course #	Section	Course Type	Schedule Type	Credit Hours	Req. Contact Ho...	Actual Contact H...	RI Headcount	Actual Headcount	Cancelled
0000	68096	HOLD	1	D01		By Exam			0	0	0	<input type="checkbox"/>



### Navigating through your courses

INSTRUCTOR CHANGES							Insert	Delete	Copy	Filter
CSU ID	Instructor Name	Credit Department	Primary	Instructor Percent	Instructor Credit					
820157353	Thamm, Douglas H		<input type="checkbox"/>		0.000	0.000				
821164632	Montgomery, Taiowa	1878	<input type="checkbox"/>		7.339	0.000				
820498610	Garrity, Deborah Marie	1878	<input type="checkbox"/>		4.587	0.000				
Totals:					11.926	0.000				

1 of 7 Per Page Record 2 of 19

VARIABLE CREDIT CLASS LIST					Insert	Delete	Copy	Filter
Pick	Student Name	CSU ID	Credit	Responsible Instructor				
<input type="checkbox"/>	Huggins, Daw	821974616	8					
<input type="checkbox"/>	McIntyre, Kat	828479618	2					
<input type="checkbox"/>	Piedade Neto Guerra Fontes, Fabio Levi	829390339	1					

At the bottom of each section you will notice navigational arrows, with which you can cycle through your accessible courses. You can also expand how many items you can view in the list using the drop down arrow.

You can also search for specific courses using the “filter” function which is accessed with the button at the top right of each function block. It’s easily recognizable by the funnel icon. In order to search for a particular course, make sure you are in the Course Schedule Block by clicking in any of the fields of the section (e.g., CRN). The filter icon should darken, indicating it’s ready to be used. Click on the filter to expand the section, revealing the fields with which you can use. You can filter with all of these fields and more, however the majority of the time you will be using the Course Reference Number (CRN).

Once you have entered the CRN, click “Go” at the bottom right of the filter box and your course should

SCAIT SWASINS 8.5 (FAID)

Term Code: 201890 Fall Semester 2018

Enter a query, press F8 to execute.

COURSE SCHEDULE

Basic Filter Advanced Filter

Dept CRN Subject Course # Section

Add Another Field ...

Clear All Go

Dept	CRN	Subject	Course #	Section	Course Type	Schedule Type	Credit Hours	Req. Contact Hours	Actual Contact Ho...	RI Headcount	Actual Headcount	Cancelled
1001	62689	CM	795	001	RI	Independent Study (94, 95)	0		0	23	25	<input type="checkbox"/>

11 of 7572 Per Page Record 11 of 7572

INSTRUCTOR CHANGES

appear. Once it does, you can edit as needed. Don’t forget to click “Save” in the bottom right hand corner of the page!

To clear the filter, simply click on the circular icon next to the CRN in the “Active Filters” at the top of the page, or click “Clear All.”



### Entering Instructors and Instructor Percentage

Once you have the course selected in which you want to enter your instructors and instructor percentages you can proceed.

If your course has no instructors yet, click the “Instructor Percentage” heading in the Instructor Changes block. This will activate the fields and then click in the blank entry below CSU ID. Enter the instructor’s CSU ID and then press the enter key or tab. The instructor should populate and you can proceed to click “Save” in the bottom right of the form, or add more instructors as needed.

SCAT SWASINS 8.5 (PROD) | ADD | RETRIEVE | RELATED | TOOLS

Term Code: 201890 Fall Semester 2018 | Start Over

**COURSE SCHEDULE** | Insert | Delete | Copy | Filter

Dept	CRN	Subject	Cour...	Section	Course Type	Schedule Type	Credit Ho...	Req. Contact H...	Actual Contact ...	RI Headcount	Actual Headco...	Cancel
0000	68096	HOLD	1	D01		By Exam			0	0	0	

1 of 7574 | 1 Per Page | Record 1 of 7574

**INSTRUCTOR CHANGES** | Insert | Delete | Copy | Filter

CSU ID	Instructor Name	Credit Department	Primary	Instructor Percent	Instructor Credit
			<input type="checkbox"/>	0.000	0.000
<b>Totals:</b>				0.000	

1 of 1 | 3 Per Page | Record 1 of 1

**VARIABLE CREDIT CLASS LIST** | Insert | Delete | Copy | Filter

Pick	Student Name	CSU ID	Credit	Responsible Instructor
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If your course already has instructors click in the CSU ID field of any instructor and then click the Insert button at the top right of the instructor block.

SCAT SWASINS 8.5 (PROD) | ADD | RETRIEVE | RELATED | TOOLS

Term Code: 201890 Fall Semester 2018 | Start Over

**COURSE SCHEDULE** | Insert | Delete | Copy | Filter

Active filters: CRN: 82123 | Clear All | Filter Again

Dept	CRN	Subject	Cour...	Section	Course Type	Schedule Type	Credit Ho...	Req. Contact H...	Actual Contact ...	RI Headcount	Actual Headco...	Cancel
1877	82123	STAT	100	001	RI	Lecture	2	2	2	40	35	

1 of 1 | 1 Per Page | Record 1 of 1

**INSTRUCTOR CHANGES** | Insert | Delete | Copy | Filter

CSU ID	Instructor Name	Credit Department	Primary	Instructor Percent	Instructor Credit
827401765	Meyer, Mary C	1877	<input checked="" type="checkbox"/>	100.000	2.000
			<input type="checkbox"/>	0.000	0.000
<b>Totals:</b>				100.000	

1 of 1 | 3 Per Page | Record 2 of 2

Enter the instructor’s nine digit CSU ID and hit the tab or enter key. The instructor’s name should populate and you can now enter the instructor percentages accordingly. Continue until all your instructors are entered and click “Save” at the bottom right of the form. Note, that you do not have to enter all the instructors at once. If you need to enter a partial list you can do so, click save, and come



back later. Just be aware that you will get a warning that your instructor credit percentage does not equal 100%. This will not affect your ability to save the form. Please remember to finish adding instructors and adjusting their percentage accordingly to equal 100%.

**WARNING** – The instructor percentage total will only display the sum of instructors visible in the page. In order to see the total, rather than a subtotal, use the “Per Page” drop down at the bottom of the Instructor changes block to display all the Instructor Names.

If you receive an error message that says, “Faculty does not have an active assignment. Please contact SCAIT administrator” don’t panic. Most likely this means the instructor hasn’t yet been added to the system. Send an email to [tyson.koss@colostate.edu](mailto:tyson.koss@colostate.edu) or [alden.gardiner@colostate.edu](mailto:alden.gardiner@colostate.edu) with the instructor’s name and CSU ID.

To delete or replace an instructor, click on the instructor’s CSU ID in the Instructor Changes, and then click the “delete” button. Once the instructor is removed make any desired changes, such as adding a new instructors and changing credit percentages, and save your transaction. If you save the form and then try to make other edits in the same form you may receive a concurrency violation error. If this is the case, click the “Start Over” button in the upper right and navigate back to the section using the filter.

In the event you don’t know an instructor’s ID you can use the search function. To access this, click on the button with three dots to the right of the CSU ID field.

CSU ID	Instructor Name	Credit Department	Primary
<input type="text"/>	...		<input type="checkbox"/>
			Total:

1 of 1 Per Page

This will bring you to a secondary search page with other searchable categories. We don’t want that one. Click “Go” in the upper right had corner and you will come to the “FACULTY/ADVISOR QUERY”. In this form you can enter an instructor’s last name, first name, or any other variation to find them. Once you have entered the information you’d like to search with, click “Go”.

Term: 201890 Faculty:  Advisor:  Category: Staff Type: Contract Type: Tenure Status: Status:

Enter a query, press F8 to execute.

FACULTY/ADVISOR QUERY

Basic Filter Advanced Filter

ID  Last Name  First Name  Middle Name  College  Add Another Field ...

Clear All Go

(Pro tip – You can also use a wildcard in your search if you don’t know the full name, number, etc. For example, if you enter “Wil%” (without quotations) in the last name field, it will return all last names that start with those letters. This also applies to other data, such as department, CSU ID, etc.)

Once you have found the instructor you would like to enter, double click on the name and the instructor will be entered into the course.



### Adding the Instructor Percentage

The instructor percentage is necessary to calculate the amount of student credit hours which are assigned to the instructor, which then goes to the assigned department and college. You can enter the percentages as you see fit or, in the case of variable credit courses, use the Variable Credit “Pick List”.

To enter percentages manually, simply click in the Instructor Percent field and enter the desired number. Press Enter, tab, or click into another field to lock in that percentage. If you try and save the form with percentages that are not equal to 100% you will receive a warning to that effect. However, you can still save and come back later. Be aware, however that IRP&E checks periodically to make sure the percentages are at 100%, and if they are not we will send out a reminder.

### Variable Credit Classes

The Variable Credit Class List is only available after census date (12th day of class). After census date, you will be notified that your variable credit courses will be available in SCAIT. When you see your variable credit courses, please be aware that online Resident Instruction Students are listed and the number should match the total RI Headcount in the Course Schedule block. **Student who add or drop a course after census or employees will not be reflected in the RI Headcount, but will be included in the Actual Headcount. Even though they are not in the list in SWASINS, instructors can add grades, etc., as normal.**

Instructors, credit departments, and instructor percentages can be added in the same manner as above. However, you can also use the Variable Credit Class list to assign students to responsible instructors.

### Using the Variable Credit Class List, AKA “Pick List”

The pick list was created to aid in the assignment of credit percentages. In some variable credit courses, the number of students and instructors make it extremely tedious to calculate and assign instructor percentages. This process will do it for you. In order to assign a student to an instructor, highlight the instructor by clicking in the CSU ID field. Their row will highlight and you can then check the boxes in the pick list for all of the students you want to assign to them. The instructor percentage will continue to update while you select the students.

Term Code: 201890 Fall Semester 2018

COURSE SCHEDULE

Active filters: CRN: 78155 Clear All

Dept	CRN	Subject	Course #	Section	Course Type	Schedule Type	Credit Hours	Req. Contact Hours	Actual Contact H...	RI Headcount	Actual Headcount	Cancelled
1025	78155	HONR	397	001	RI	Group Study (96, 97)	0			1	7	7

INSTRUCTOR CHANGES

CSU ID	Instructor Name	Credit Department	Primary	Instructor Percent	Instructor Credit
820260708	Cottrell, Stuart P	1001	<input checked="" type="checkbox"/>	14.286	1.000
823423406	Raadik Cottrell, Jana	1001	<input type="checkbox"/>	0.000	0.000
Totals:				14.286	1.000

VARIABLE CREDIT CLASS LIST

Pick	Student Name	CSU ID	Credit	Responsible Instructor
<input checked="" type="checkbox"/>	Provencio, Aaron Randall	830545423	1	Cottrell, Stuart P
<input type="checkbox"/>	Amade, Emeshe Fouret	830991316	1	
<input type="checkbox"/>	Reiter, Carter Munro	831801013	1	
<input type="checkbox"/>	Wilson, Madeline	831852666	1	
<input type="checkbox"/>	Pardo, Charlotte Wren	831911067	1	
<input type="checkbox"/>	Summers, Bali Kiza	831946991	1	
<input type="checkbox"/>	Mason, Madeleine W	831968429	1	
Total Course Credits: 7			Instructor Credits: 1	Instructor Percent: 14.286

Figure 3- Pick List



You can save your progress and return to it later, but you will get a warning as you try to save and the percentage does not equal 100%. Please return and adjust to 100% as soon as possible; the student credit hour reports that administration uses depends on the accuracy of this information.

### Helpful Reports for You

SCAIT users also have access to two reports to assist with entering instructors in SCAIT. To access these reports, enter SWASREP in the ARIES Administrative pages (where you enter SWASINS to access your courses). A menu will appear instructing you to enter a term, with buttons to access your reports. The reports are:

*Variable Credit Class List* – This report will provide a list of the variable credit courses to which you have access, and the names of the Resident Instruction students enrolled in them. Note - this report is not available until after census date when the variable credit students are populated.

*Missing Instructor Edit* – This report will show your courses which are missing instructors. Please note, that if an instructor is not listed in a section as an instructor, he or she will not be able to access Canvas or issue grades.

Some of you may notice that there was a third report, *Preliminary Course Detail Report*, which is no longer available in SWASREP. This report listed detail such as the instructor, instructor credits, etc., so you could review what has been entered. This report has been replaced by an interactive report on our website: [Course Detail by Department](#) which contains these data.

A couple of parting notes about faculty entering grades: Any instructor can add a grade for any student within a course. If a student adds a variable credit course after census date or is a CSU employee, they will not be listed on the variable credit course listed in SCAIT. However, the student's instructor must be added to SCAIT so the instructor can add a grade for the student. The instructor should be added to the course with an instructor percentage of zero. If the instructor is already listed for another student, no change is necessary.

If you have any questions or need more information, please don't hesitate to contact us.

Primary SCAIT support

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1-6487

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